

**TRANSMITTAL - CLOSING DOCUMENTS**

TO: CENTRALIZED SERVICING CENTER (CSC)  
ATTN: NEW LOAN SERVICES SECTION, FILE RECEIPT UNIT  
FC 20  
1520 MARKET STREET  
ST. LOUIS, MO 63103

\_\_\_\_ Rescission Loan  
\_\_\_\_ Participation Loan  
\_\_\_\_ 1st or \_\_\_\_ 2nd  
\_\_\_\_ Holding Escrow

FROM: \_\_\_\_\_  
\_\_\_\_\_  
(FIELD OFFICE MAILING ADDRESS)

SHIPPING DATE: \_\_\_\_\_

**PART I BORROWER INFORMATION:**

UniFi Assigned  
Account Number: \_\_\_\_\_

Assumptions Only  
Account No. Being Assumed: \_\_\_\_\_  
Transferor's Name: \_\_\_\_\_  
Transferor's Forwarding Address: \_\_\_\_\_

If same rates and terms assumption, should account be reamortized? ☐ Yes ☐ No

**BORROWER:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

**BORROWER:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

**CO-SIGNER:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

**PART II DOCUMENTS:**

☐ THE ATTACHED DOCUMENTS ARE LISTED ON THE REVERSE OF THIS FORM.

**PART III ESCROW INFORMATION:**

THIS LOAN WAS CLOSED ON \_\_\_\_\_. THE PERMANENT LOAN WAS ACTIVATED ON \_\_\_\_\_.  
(DATE) (DATE)

☐ A CHECK COVERING FEES COLLECTED AT CLOSING/ACTIVATION IS ATTACHED. **OR**

☐ A CHECK COVERING FEES COLLECTED AT CLOSING/ACTIVATION IS NOT ATTACHED FOR THE FOLLOWING  
REASON(S): \_\_\_\_\_

**PART IV FIELD OFFICE CONTACT:**

FIELD OFFICE CONTACT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
(PLEASE PRINT NAME)

THIS CLOSING PACKAGE WAS PREPARED FOR SHIPMENT BY: \_\_\_\_\_  
(Signature of Agency Employee)

**SEE REVERSE FOR LIST OF ATTACHMENTS**

COPIES OF THE APPLICABLE LOAN CLOSING DOCUMENTS MUST BE FORWARDED TO CSC BY OVERNIGHT MAIL WITHIN 5 WORKING DAYS FROM CLOSING OF PERMANENT FINANCING.  
(NOTE: DO NOT FORWARD CONSTRUCTION LOAN DOCUMENTS UNTIL THE PERMANENT LOAN IS ACTIVATED - FIVE-DAY RULE APPLIES.)

<b>NEW LOAN/GRANT ORIGATION FORMS (IF APPLICABLE)</b>			
<b>"X" IF ATTACHED</b>	<b>FORM NUMBER</b>	<b>FORM TITLE</b>	<b>SPECIAL INSTRUCTIONS</b>
	410-4	UNIFORM RESIDENTIAL LOAN APPLICATION	
	1910-5	REQUEST FOR VERIFICATION OF EMPLOYMENT	IF APPLICABLE
		VERIFICATION OF CHILD SUPPORT	IF APPLICABLE
		VERIFICATION OF SOCIAL SECURITY, PENSION OR DISABILITY INCOME	IF APPLICABLE
		VERIFICATION OF CHILD CARE EXPENSES	IF APPLICABLE
	1922-8	UNIFORM RESIDENTIAL APPRAISAL REPORT	OR EQUIVALENT (SUBMIT PAGES 1 & 2 ONLY)
	1944-4	CERTIFICATION OF DISABILITY OR HANDICAP	
		COURT ORDER REGARDING GUARDIANSHIP	
	1924-19	BUILDER'S WARRANTY	FOR CONSTRUCTION ONLY
	1927-8	AGREEMENT WITH PRIOR LIENHOLDER	
	1940-16	PROMISSORY NOTE	
	1940-59	SETTLEMENT STATEMENT	OR EQUIVALENT
	1944-6	INTEREST CREDIT AGREEMENT	
	1944-14	PAYMENT ASSISTANCE AGREEMENT OR DEFERRED MORTGAGE ASSISTANCE	
		HAZARD AND FLOOD (IF REQUIRED) INSURANCE BINDER	FIRST PAGE OF EACH BINDER PLUS ANY ADDENDUM OR AMENDMENT. ALSO ATTACH COPY OF PAID RECEIPT FOR INSURANCE.
		FINAL TITLE POLICY	AS SOON AS AVAILABLE (INCLUDE ATTACHMENT A, TAX SCHEDULE OR TAX RESEARCH SHEET)
		HOMEOWNERS AUTHORIZATION LETTER	ISSUED BY TITLE INSURANCE CO.
	1965-15	ASSUMPTION AGREEMENT SINGLE FAMILY HOUSING LOANS	FOR ASSUMPTIONS ONLY
	3550-9	INITIAL ESCROW ACCOUNT DISCLOSURE STATEMENT	ALSO FAX TO ESCROW OPERATIONS BRANCH WITHIN 1 DAY OF CLOSING
	3550-10	CONDOMINIUM RIDER	WHEN AVAILABLE
	3550-11	PLANNED UNIT DEVELOPMENT RIDER	WHEN AVAILABLE
	3550-12	SUBSIDY REPAYMENT AGREEMENT	
	3550-14	REAL ESTATE MORTGAGE OR DEED OF TRUST	AS SOON AS AVAILABLE
	3550-15	TAX INFORMATION	ALSO FAX TO ESCROW OPERATIONS BRANCH WITHIN 1 DAY OF CLOSING
	3550-16	RELEASE FROM PERSONAL LIABILITY	FOR ASSUMPTIONS ONLY
	3550-17	FUNDS TRANSMITTAL REPORT	ATTACH CHECK FOR AMOUNTS COLLECTED AT CLOSING., I.E. TAX SERVICE FEE, ESCROW (THIS WOULD INCLUDE FUNDS COLLECTED ON CONSTRUCTION LOANS.)

**NOTE: FOR NEW LOANS WHICH ARE LEVERAGED, ALSO INCLUDE COPIES OF THE PARTICIPATING LENDER'S NOTE AND MORTGAGE/DEED OF TRUST. LENDER'S DOCUMENTATION MAY BE SUBSTITUTED ABOVE AS APPROPRIATE.**